



Strategic Investment Zone

Incentive Grant Program Application

Application Information

Applicant Name / Organization: _____
 Location of Project: _____
 Point of Contact: _____ E:-mail: _____
 Primary Phone Number: _____ Secondary Phone Number: _____
 Construction Start : _____ Tax ID # _____

SIZ Area Corridor

My organization is applying for a SIZ Incentive Grant for the following corridor (check only one)

Commercial Downtown Core (Single Façade) Downtown Core (Double Façade)

Determination of Grant Eligibility & Amount

The table shown below provides the maximum City match of eligible costs and maximum dollar amounts of SIZ grant funding for eligible activities.

Grant Eligibility by Zone & Type

SIZ Grant Corridors	Maximum SIZ Grant Funding	
	City Match of Eligible Costs	Dollar Amount of SIZ Grant Funding
Downtown Zone^a	20%	\$115,000
Downtown Mixed-Use Development	20%	\$30,000
Sign Improvements	50%	\$2,500
Commercial Zone^b	20%	\$85,000
Sign Improvements	50%	\$2,500

- a This row applies to the maximum amount of SIZ grant funding that a SIZ grant application may receive for all eligible activities performed on a single piece of real property within the Downtown Zone with the exception of downtown mix-use development and sign improvements
- b This row applies to the maximum amount of SIZ grant funding that a SIZ grant application may receive for all activities performed on a single piece of real property within the Commercial Zone with the exception of sign improvements.

Calculate your estimated grant amount.

For projects located in the downtown zone

What are the estimated costs of your eligible improvements?

Mixed Use Development:

The SIZ Grant will provide up to a 20% match with a maximum of \$30,000.

Sub-Total #1

x _____

= _____

[Must not exceed \$30,000]

Sign Improvements:

The SIZ Grant will provide up to a 50% match with a maximum of \$2,500

Sub-Total #2

x _____

= _____

[Must not exceed \$2,500]

Other Eligible Improvements:

The SIZ Grant will provide up to a 20% match with a maximum of \$115,000

Sub-Total #3

x _____

= _____

Grand Total of Sub-totals #1, #2 & #3:

[Grand Total must not exceed \$147,500]

For Projects located in the commercial zone

Sign Improvements:

The SIZ Grant will provide up to a 50% match with a maximum of \$2,500

Sub-Total #1

x _____

= _____

[Must not exceed \$2,500]

Other Eligible Improvements:

The SIZ Grant will provide up to a 20% match with a maximum of \$85,000

Sub-Total #2

x _____

= _____

[Must not exceed \$85,000]

Grand Total of Sub-totals #1 & 2:

[Grand Total must not exceed \$87,500]

Construction Activities that are Eligible to Receive Grants

- (a) **Façade Improvements.** Replacement or upgrade of an existing façade with City approved materials or removal of an existing façade to expose an original façade, provided that the façade improvements must comply with the Main Street Guidelines, if feasible. Feasibility will be determined by the City's Planning & Development Department. Façade improvement costs eligible for SIZ grant funding include costs of labor, exterior demolition for removal of slip covers, and materials and costs of design, as provided under Paragraph (f), below.
- (b) **Sign Improvements.** Installation of a new sign or the replacement of a dilapidated sign, provided that the design of the sign complies with any applicable Main Street Guidelines, if feasible. Feasibility will be determined by the City's Planning & Development Department. Sign improvement costs eligible for SIZ grant funding include costs of labor, demolition, landfill, construction, and materials.
- (c) **Landscaping Improvements.** Installation of new or additional landscaping. Landscaping improvement costs eligible for reimbursement include costs of labor, ground preparation, materials and plants (including softscapes such as trees, shrubs, ground coverings, soil, mulch, and the like and decorative hardscapes such as arbors, retaining walls, pavers, etc.), irrigation systems, curbed islands, and construction.
- (d) **Sidewalk & Alley Improvements.** Construction of new sidewalks, curb and guttering, replacement of existing sidewalks or curb and guttering, and improvement of alleys. Sidewalk improvements costs eligible for reimbursement include costs of labor, demolition, landfill, materials, construction, and equipment.
- (e) **Outdoor Seating Improvements.** Installation and repair of outdoor seating areas, including awnings, canopies, tables, chairs, planter boxes, space conditioning devices (such as affixed or large heaters, fans, and misters), and ornamental fencing. Outdoor seating improvement costs eligible for reimbursement include the costs of labor, demolition, landfill, materials, construction, and equipment.
- (f) **Design.** Design services to improve the aesthetics of façades and adjacent outside areas of buildings visible from or on public right-of-way provided by a business with a registered or licensed interior designer, architect, landscape architect, or engineer on staff.
- (g) **Life Safety Improvements.** Installation of fire suppression systems or elevator systems that meet City of Temple Code and state requirements. Life safety improvement costs eligible for reimbursement include the costs of labor, materials, equipment, construction, and installation.
- (h) **Downtown Mixed-Use Development.** Interior finish-out of new residential units in a mixed-use development. This activity is only eligible for reimbursement if the real property in which the new residential units are located is in the Downtown Zone. Downtown Mixed-Use costs eligible for reimbursement include the costs of labor, demolition, materials, equipment, and construction.

Project Information

1. Please describe in detail the proposed improvements covering all categories of grants requested (please be specific):

****Please attach proposed design or drawings of the proposed improvements and any additional narrative.***

2. Proposed use of your property after redevelopment (check one):

Commercial Residential Multi-Family Industrial

3. Provide a brief description of proposed business activity/use:

4. Is the application being submitted by the building owner or lessee?

Owner Lessee

5. Building Owner(s) and/or Lessee(s):

Contact Information:

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****Please attach proof of building ownership and/or lease agreement (lessor must sign off on application below).***

6. The business is a:

Sole Proprietorship Limited Partnership Limited Liability Corporation or Other

7. Official Business Name to be used in Grant Agreement (must match Tax ID Number):

****Please complete and return attached vendor information form and W9.***

Attachments and Acknowledgements

Please attach the following to this application:

Proposed design or drawings of the proposed improvements and any additional narrative.

Contractor cost estimates to this application, demonstrating your matching fund expenditures.

Proof of building ownership and/or lease agreement (lessor must sign off on application below).

Please complete and return attached vendor information form and W9.

Acknowledgements: I (we) the undersigned do hereby acknowledge and/or certify, as the case may be, the following:

1. Prior to submission of this application, the "Incentive Grant Program Overview" has been reviewed.
2. That the submission of this Application does not create any property, contract, or other legal rights in any person or entity to receive grant under the Incentive Program.
3. That if grant funding is approved, full compliance will be maintained with all provisions of "Incentive Grant Program Overview," Agreement and/or special provisions attached as a part of the grant, and that failure to do so can be grounds for ineligibility to receive approved grant funding.
4. That if grant funding is approved, a designee(s) of the City shall have the right to inspect the work in progress, as well as the completed improvements.
5. That the City reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application, whether or not such discretion is deemed arbitrary or without basis in fact.
6. That the City, its employees, and its agents shall be held harmless for any damages, both personal and property, which may result directly or indirectly from any incident associated with the subject project of this Application both during and after construction, and that the City, its employees shall not be liable for any debts incurred in association with the execution and completion of the subject project of this Application, and further that the Applicant(s) assume all responsibility for any and all of the above mentioned liabilities.
7. That the information provided in this Application has been provided voluntarily, and may be relied on as being true and correct, and that the City may rely on the signatures affixed hereto as if the same had been signed before a Notary of Public or other authorized officer permitted by law to administer oaths and to take acknowledgements.

Print Applicant Name

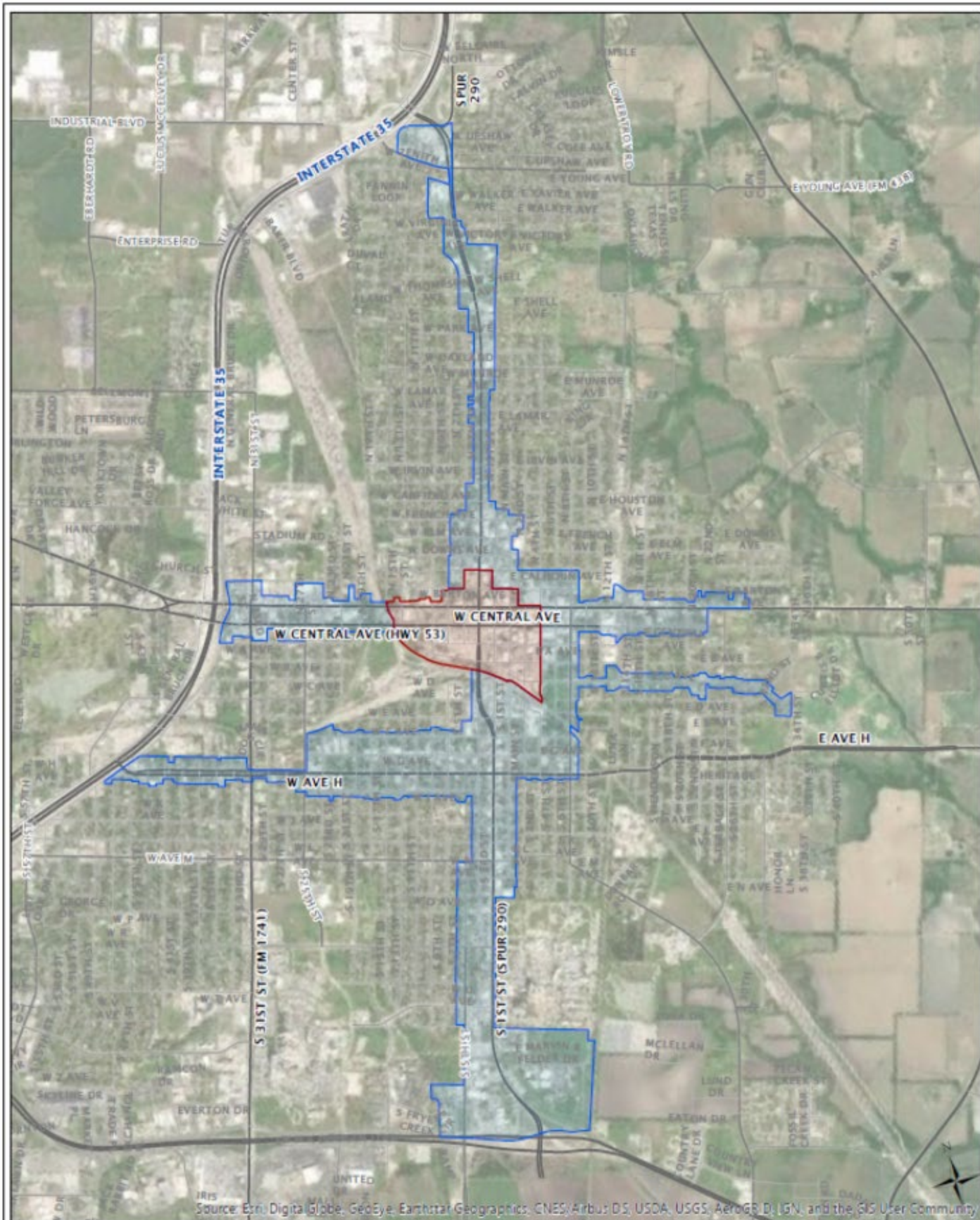
Applicant Signature

Date

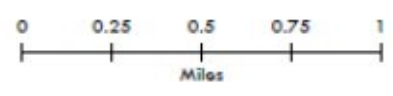
Print Applicant Name (Lessor, if applicable)

Applicant Signature (Lessor, if applicable)

Date



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



SIZ Areas - Proposed change

- COMMERCIAL ZONE
- DOWNTOWN ZONE

GIS products are for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. They do not represent an on-the-ground survey and represent only the approximate relative location of property boundaries and other features.

RESOLUTION NO. 2020-0030-R

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE, TEXAS ADOPTING A STRATEGIC INVESTMENT ZONE (SIZ) GRANT PROGRAM POLICY AND PROVIDING A REPEALING CLAUSE, SEVERABILITY CLAUSE, SAVING CLAUSE; AND PROVIDING AN OPEN MEETINGS CLAUSE.

Whereas, the City of Temple is committed to establishing long-term economic vitality, which is an essential key to the growth of any community, by responding and preparing for challenges and changes in an environment characterized by ongoing competition for sustained economic advantage and identity;

Whereas, Article III, Section 52-a of the Texas Constitution authorizes the State Legislature to provide for the creation of programs for the making of loans and grants of public money for the public purposes of development and diversification of the economy of the State;

Whereas, the State Legislature, in Chapter 380 of the Texas Local Government Code, has authorized home rule cities to establish programs for making loans and grants of public money to promote state and local economic development and stimulate business and commercial activity in the City;

Whereas, pursuant to Article III, Section 52-a of the Texas Constitution, Chapter 380 of the Texas Local Government Code, and Section III.B of the City's adopted Economic Development Policy, the City will consider offering additional economic incentives for development within certain corridors of the City (SIZ Grant Corridors) through Strategic Investment Zone Grants (SIZ grants);

Whereas, because the City is committed to establishing long-term economic vitality in SIZ Grant Corridors and seeks to encourage redevelopment and diversification within these corridors and to promote state and local economic development and stimulate business and commercial activity, the City established a Strategic Investment Zone Grant Program ("the Program") in Section III.C of the City's Economic Development Policy in which persons who meet the Program's eligibility criteria may receive SIZ grants;

Whereas, Section III.C of the City's Economic Development Policy authorizes City Council to adopt a Strategic Investment Zone (SIZ) Grant Program Policy to implement the Program by resolution;

Whereas, a SIZ Grant Program Policy will provide the City with more flexibility to update the SIZ Grant Program to adapt to the City's needs as they change over time; and

Whereas, the City Council has considered the matter and deems it in the public interest to authorize this action;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLE, TEXAS THAT:

Part 1: Findings. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Temple, Texas, and they are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Part 2: The City Council adopts the Strategic Investment Zone (SIZ) Grant Program Policy, as set forth in Exhibit A, attached to this Resolution and incorporated herein for all purposes.

Part 3: All ordinances or resolutions, or portions thereof, in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed;

Part 4: It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Resolution are severable and, if any phrase, clause, sentence, paragraph, or section of this Resolution should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity will not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Resolution, since the same would have been enacted by the City Council without the incorporation in this Resolution of any such invalid phrase, clause, sentence, paragraph, or section.

Part 5: Nothing in this Resolution may be construed to affect any suit or proceeding pending any court, any rights acquired or liability incurred, or any cause or causes of action acquired or existing, under any act or prior resolution or ordinance; nor may any legal right or remedy of any character be lost, impaired, or affected by this Resolution.

Part 6: This Resolution will take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Temple, Texas, and it is accordingly so ordained.

Part 7: It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED this the 2nd day of April, 2020.

THE CITY OF TEMPLE, TEXAS

DocuSigned by:
Timothy Davis

DocuSigned by: TIMOTHY A. DAVIS, Mayor

ATTEST:

DocuSigned by:
Stephanie Hedrick

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Stephanie Hedrick



APPROVED AS TO FORM:

DocuSigned by:
Kathryn H. Davis

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Kathryn H. Davis

Interim City Secretary

City Attorney

		Maximum SIZ Grant Funding	
-SIZ Grant Corridors		City Match of Dollar Amount of SIZ	
		Eli	Costs Grant Fundin
Downtown Zone			\$115,000
Downtown	Mixed-Use		\$30,000
Develo ment			
Si n l m rovements			\$2,500
Commercial Zone			\$85,000
Si n l m rovements			\$2,500

- Removing asbestos survey and abatement as an eligible activity;
- Adding outdoor seating as an eligible activity;
- Specifying that life safety eligible activities only include fire suppression systems and elevator systems;
- Adding return on investment on a SIZ grant applicant's proposed eligible activity as part of the criteria the City will consider when determining whether to approve the applicant's SIZ grant funding application;
- Adding a provision that automatically waives the City's platting, zoning, and building permit fees for eligible activities under an approved SIZ grant application;
- Allowing an applicant to receive multiple grants up to the maximum amount of SIZ grant funding (allowing for phased projects);
- Removing eligibility to receive SIZ grant funding to a piece of real property once the property receives the maximum amount of a SIZ grant funding for five years, and after 5 years expires, only allowing the City to grant additional SIZ grant funding to the property in cases of undue hardship, change of property ownership or use, or other significant event or cause or special circumstance;
- Requiring projects with SIZ grant awards of \$10,000 or less to start work on eligible activities within 9 months of SIZ grant application approval and complete work on the eligible activities within 1 year of SIZ grant application approval;
- Requiring projects with SIZ grant awards of more than \$10,000 to start work on eligible activities within 1 year of SIZ grant application approval and complete work on the eligible activities within 2 years of SIZ grant application approval;
- Allowing City Staff to grant 90-day extensions to SIZ grant applicants to finish SIZ grant projects and providing an extension request process; and
- Allowing City Council or the City Manager, depending on the amount of the SIZ grant funding, to waive provisions of the SIZ Grant Program Policy under special circumstances at their discretion; and

Whereas, the City Council has considered the matter and deems it in the public interest to authorize this action.

STRATEGIC INVESTMENT ZONE (SIZ) GRANT PROGRAM POLICY

Section 1. Authority; establishment of SIZ Grant Program Policy.

- (a) Pursuant to Article III, Section 52-a of the Texas Constitution, Chapter 380 of the Texas Local Government Code, and Section III.B of the City's adopted Economic Development Policy, the City will consider offering additional economic incentives for development within certain corridors of the City ("SIZ Grant Corridors") through Strategic Investment Zone Grants ("SIZ grants").
- (b) The City is committed to establishing long-term economic vitality in SIZ Grant Corridors and seeks to encourage redevelopment and diversification within these corridors. To promote state and local economic development and stimulate business and commercial activity, the City established a Strategic Investment Zone Grant Program ("the Program") in Section III.C of the City's Economic Development Policy in which persons who meet the Program's eligibility criteria may receive SIZ grants.
- (c) Section III.C of the City's Economic Development Policy authorizes City Council to adopt a Strategic Investment Zone (SIZ) Grant Program Policy to implement the Program by resolution. Under this authority, this SIZ Grant Program Policy is adopted.

Section 2. Definitions.

"Eligible costs" means a SIZ grant applicant's actual cash investment in an eligible activity.

"Eligible activity" means an eligible activity for SIZ grant funding provided under Section 7 of this Policy.

Section 3. No vested right to receive a grant.

The existence of the SIZ Grant Program does not create any vested rights to receive a grant or convey a property interest to any person to receive a grant. The approval or denial of a SIZ grant application under this Policy is at the sole discretion of City Council or the City Manager, depending on the amount of the grant request.

Section 4. SIZ grant funding cycle.

- (a) The City may (but is not obligated to) establish SIZ grant funding cycles. If established, the funding cycle for SIZ grants will be from October 1st to September 30th each year.

(b) The City will designate a specific amount of funding available for each SIZ grant funding cycle. Upon exhaustion of those funds, the City has no obligation to fund additional grants.

Section 5. Strategic Investment Zone Grant Corridors.

The City's SIZ Grant Corridors will consist of two zones: The Commercial Zone and the Downtown Zone. The zones are depicted in Exhibit A, attached and incorporated into this Policy.

Section 6. Maximum amount of grants.

(a) Table 6-a, below, provides the maximum City match of eligible costs and maximum dollar amounts of SIZ grant funding for eligible activities.

Table 6-a

SIZ Grant Corridors	Maximum SIZ Grant Funding	
	City Match of Eligible Costs	Dollar Amount of SIZ Grant Funding
Downtown Zone ^a		\$115,000
Downtown Development	Mixed-Use	\$30,000
Sign Improvements		\$2,500
Commercial Zone ^b		\$85,000
Sign Improvements		\$2,500

^a This row applies to the maximum amount of SIZ grant funding that a SIZ grant applicant may receive for all eligible activities performed on a single piece of real property within the Downtown Zone with the exception of downtown mix-use development and sign improvements.

^b This row applies to the maximum amount of SIZ grant funding that a SIZ grant applicant may receive for all eligible activities performed on a single piece of real property within the Commercial Zone with the exception of sign improvements.

(b) A SIZ grant applicant may request the maximum amount of SIZ grant funding applicable to the applicant's real property location and proposed eligible activities, but the total amount of SIZ grant funding that the applicant may receive is limited by the amount of the applicant's eligible costs.

- (1) Only a portion of the applicant's actual cash investments in an eligible activity may be reimbursed; an applicant's in-kind contribution may not be reimbursed under the SIZ grant program.
 - (2) Final SIZ grant reimbursement will be measured at the time the eligible activity is completed and is subject to the City's verification of the applicant's eligible costs.
- (c) If the City approves a SIZ grant application, as part of the SIZ grant funding, the City will waive City platting, zoning, and building permit fees for all eligible activities approved in the application; however, the City cannot waive water or wastewater tap fees.

Section 7. Eligible activities.

The following are activities eligible for SIZ grant funding:

- (a) Facade Improvements. Replacement or upgrade of an existing facade with City approved materials or removal of an existing facade to expose an original facade, provided that the facade improvements must comply with the Main Street Guidelines, if feasible. Feasibility will be determined by the City's Planning & Development Department. Facade improvement costs eligible for SIZ grant funding include costs of labor, exterior demolition for removal of slip covers, and materials and costs of design, as provided under Paragraph (f), below.
- (b) Sign Improvements. Installation of a new sign or the replacement of a dilapidated sign, provided that the design of the sign complies with any applicable Main Street Guidelines, if feasible. Feasibility will be determined by the City's Planning & Development Department. Sign improvement costs eligible for SIZ grant funding include costs of labor, demolition, landfill, construction, and materials.
- (c) Landscaping Improvements. Installation of new or additional landscaping. Landscaping improvement costs eligible for reimbursement include costs of labor, ground preparation, materials and plants (including softscapes such as trees, shrubs, ground coverings, soil, mulch, and the like and decorative hardscapes such as arbors, retaining walls, pavers, etc.), irrigation systems, curbed islands, and construction.
- (d) Sidewalk & Alley Improvements. Construction of new sidewalks, curb and guttering, replacement of existing sidewalks or curb and guttering, and improvement of alleys. Sidewalk improvements costs eligible for reimbursement include costs of labor, demolition, landfill, materials, construction, and equipment.
- (e) Outdoor Seating Improvements. Installation and repair of outdoor seating areas, including awnings, canopies, tables, chairs, planter boxes, space conditioning devices

(such as affixed or large heaters, fans, and misters), and ornamental fencing. Outdoor seating improvement costs eligible for reimbursement include the costs of labor, demolition, landfill, materials, construction, and equipment.

- (f) Design. Design services to improve the aesthetics of facades and adjacent outside areas of buildings visible from or on public right-of-way provided by a business with a registered or licensed interior designer, architect, landscape architect, or engineer on staff.
- (g) Life Safety Improvements. Installation of fire suppression systems or elevator systems that meet City of Temple Code and state requirements. Life safety improvement costs eligible for reimbursement include the costs of labor, materials, equipment, construction, and installation.
- (h) Downtown Mixed-Use Development. Interior finish-out of new residential units in a mixed-use development. This activity is only eligible for reimbursement if the real property in which the new residential units are located is in the Downtown Zone. Downtown Mixed-Use costs eligible for reimbursement include the costs of labor, demolition, materials, equipment, and construction.

Section 8. SIZ grant application process.

(a) Application and approval prior to work.

- (1) To be eligible for SIZ grants an applicant must submit an application, receive approval from the City, and execute a Chapter 380 development agreement with the City prior to commencing the work for which the SIZ grant is sought.

(b) Applicant requirements.

- (1) To be eligible for a SIZ grant, the applicant must be the owner of real property located within a SIZ Grant Corridor or a lessee of real property located within a SIZ Grant Corridor with a valid lease to the property and the signed and notarized consent of the owner of the property to apply for the SIZ grant and perform the application's proposed eligible activities.
- (2) An applicant may receive multiple SIZ grants for a single piece of real property up to the maximum dollar amount of SIZ grant funding allowed under Table 6-a. Upon reaching the maximum dollar amount of funding, a piece of real property is not eligible for additional SIZ grant funding for five (5) years. After five (5) years, the City may grant additional SIZ grant funding due to changes in use or property ownership, undue hardship, or other significant event or cause or special circumstance.

- (3) If an applicant owns or leases a single building comprised of two separate addresses that are occupied or will be occupied by separate legal entities, the applicant may receive the maximum amount of SIZ grant funding allowed under Table 6-a for each address.

(c) Application submission.

Applications must be submitted on an application form provided by the City, fully and accurately completed, and signed by the owner of the property or the property's lessee, as applicable. Forms are available in the City's Planning & Development Department (PDD) or on the PDD website and must be submitted to the PDD per City Staffs instructions. A completed application must contain a rendering of all proposed improvements, including eligible activities, and a written description of the same. When the proposed scope of work requires professional work by an engineer or architect, the plans must be sealed by an engineer or architect prior to the issuance of the applicant's building permits for the work.

(d) Evaluation of applications.

- (1) In evaluating whether to recommend granting a SIZ grant to an applicant to City Council or the City Manager, City Staff will consider the following criteria:
 - A. The extent to which the real property for which a grant is sought is blighted or fails to meet City codes or regulations;
 - B. The extent to which the proposed eligible activity complies with applicable Main Street Design Guidelines;
 - C. Whether the applicant has the financial resources to complete the improvements described in the application;
 - D. Whether the applicant has ever violated the terms of a Chapter 380 development agreement or City building codes or permits in the past;
 - E. Whether the real property is unlikely to redevelop without an incentive by the City;
 - F. Whether the proposed use or eligible activity would implement elements of the City's Comprehensive Plan or a Master Plan adopted by City Council;
 - G. Whether the property is in an overlay that requires higher standards than other areas of the City;

- H. Whether the improvements will remedy deteriorated City infrastructure;
 - I. Whether there is a lessee for the real property; and
 - J. Whether the proposed eligible activity is estimated to provide a good return on investment (ROI) to the City.
 - i. ROI will be determined using the Temple Economic Development Corporation's ROI model.
- (e) Forwarding of applications and recommendations.
- City Staff will forward SIZ grant applications along with City Staff recommendations to City Council or the City Manager, depending on the amount of the requested SIZ grant funding, for review and approval or denial.
- (f) Approval or denial of applications.
- (1) The City Manager will review applications requesting SIZ grant funds below or equal to the City Manager's spending authority. The City Manager will approve, in whole or in part, or deny reviewed applications.
 - (2) City Council will review applications requesting SIZ grant funds over the City Manager's spending authority. City Council will approve, in whole or in part, or deny reviewed applications.

Section 9. Chapter 380 development agreement.

- (a) An applicant who had their SIZ grant application approved by the City Manager or City Council must enter into a Chapter 380 development agreement with the City prior to performing work on the application's eligible activities. If an applicant fails to comply with this requirement, they will not be eligible for SIZ grant funding reimbursement.
- (b) By signing a Chapter 380 development agreement, the applicant agrees to:
 - (1) Begin and complete the applicant's eligible activities as provided by this Policy, unless otherwise provided in the development agreement;
 - (2) Give the City the right to inspect the work described in the development agreement and the financial records associated with the same during reasonable business hours upon the City's request;

- (3) Perform all of the work described in the grant application in accordance with all applicable City codes and regulations, including pulling all applicable building permits prior to commencing work; and
 - (4) Maintain all eligibility activity improvements while owning or leasing the property.
- (c) The failure of an applicant to satisfy all of the terms and conditions of the applicant's development agreement relieves the City of any obligation to provide grant funds under this Policy or as described in the agreement.
- (d) City Staff may allow an applicant extensions of up to ninety (90) days for completion of the application's eligible activity.
- (1) To be eligible for an extension, an applicant must submit a request for an extension on a form provided by City, fully and accurately filled out, to the Planning & Development Department within thirty (30) days prior to the eligible activity's completion date.
 - (2) Failure to timely submit a proper extension request or complete an eligible activity by the extension's expiration date may result in the City denying SIZ grant reimbursement.

Section 10. Timeline of work.

- (a) Table 10-a, below, provides the timeline in which work must begin and complete for eligible activities that were awarded SIZ grant funding.

SIZ Grant Award Amount	Table 10-a	
	Time after Approval Date by which Eligible Activity Work Must Begin	Time after Approval Date by which Eligible Activity Work Must Complete
≤ \$10,000	9 months	1 year
> \$10,000	1 year	2 years

Section 11. SIZ grant reimbursement.

- (a) SIZ grant reimbursement will be made within thirty (30) days of the date the work described in the development agreement is completed, inspected, and accepted by the City.
- (b) Regardless of Subsection (a), the City may require an applicant to submit proof of eligible costs, including providing to the City itemized invoices that differentiate eligible costs from other improvement costs and cleared checks or bank statements, prior to grant reimbursement and may deny or adjust grant reimbursement based on the applicant's actual cash investment in the completed eligible activity.

Section 12. Special circumstances.

- (a) City Council and the City Manager, depending on the amount of SIZ grant funding, may waive any of the provisions of this Policy in cases of change in use of a property or property ownership, undue hardship, or other significant event or cause or special circumstance.
- (b) Any waiver is at the sole discretion of City Council or the City Manager, as applicable.